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**SUBMITTAL REQUIREMENTS**

**TIER 2 TEMPORARY USE PERMIT**

City of Renton Planning Division  
1055 South Grady Way-Renton, WA 98057  
Phone: 425-430-7200 (press #4) Fax: 425-430-7231

**PURPOSE:** To allow the City to review proposed short-term uses or structures which do not comply with current zoning and/or development standards.

**FREE CONSULTATION MEETING:** Prior to submitting an application, the applicant should informally discuss the proposed development with the Planning Division. The Planning Division will provide assistance and detailed information on the City's requirements and standards. Applicants may also take this opportunity to request the waiver of the City's typical application submittal requirements, which may not be applicable to the specific proposal. For further information on this meeting, see the instruction sheet entitled "Submittal Requirements: Pre-Application."

**APPLICATION SCREENING:** *Applicants are encouraged to bring in one copy of the application package for informal review by staff, prior to making the requested number of copies, colored drawings, or photo reductions. Please allow approximately 45 minutes for application screening.*

**COMPLETE APPLICATION REQUIRED:** In order to accept your application, each of the numbered items must be submitted at the **same time**. If you have received a prior written waiver of a submittal item(s) during a pre-application meeting, please provide the waiver form in lieu of any submittal item not provided. **All plans and attachments must be folded to a size not exceeding 8½ by 11 inches.**

**APPLICATION SUBMITTAL HOURS:** Applications should be submitted to Development Services staff at the 6th floor counter of Renton City Hall, 1055 South Grady Way, between 8:00 A.M. and 4:00 P.M. Monday through Friday. Please call your assigned project manager to schedule an appointment or call (425) 430-7200 extension 4 to reach the Planning Division. Due to the screening time required, applications delivered by messenger cannot be accepted.

**All Plans and Attachments must be folded 8 ½" by 11"**

**APPLICATION MATERIALS:**

- Pre-Application Meeting Summary:** If the application was reviewed at a "pre-application meeting", please provide **5 copies** of the written summary provided to you.

2.  **Land Use Permit Master Application Form:** Please provide the original plus **4 copies** of the **COMPLETED** City of Renton Planning Division's Master Application form. Application must have notarized signatures of **ALL** current property owners listed on the Title Report. If the property owner is a corporation, the authorized representative must attach proof of signing authority on behalf of the corporation. The legal description of the property must be attached to the application form.
3.  **Waiver Form:** If you received a waiver form during or after a "pre-application meeting", please provide **5 copies** of this form.
4.  **Environmental Checklist:** If the property is located in an environmentally sensitive area, please provide **5 copies** of the Environmental Checklist. Please ensure you have signed the checklist and that all questions on the checklist have been filled in before making copies. If a particular question on the checklist does not apply, fill in the space with "Not Applicable".
5.  **Project Narrative:** Please provide **5 copies** of a clear and concise description of the proposed project, including the following:
- Project name, size and location of site
  - Land use permits required for proposed project
  - Zoning designation of the site and adjacent properties
  - Current use of the site and any existing improvements
  - Special site features (i.e. wetlands, water bodies, steep slopes)
  - Statement addressing soil type and drainage conditions
  - Proposed use of the property and scope of the proposed development
  - For plats indicate the proposed number, net density and range of sizes (net lot area) of the new lots
  - Access
  - Proposed off-site improvements (i.e. sidewalks, fire hydrants, sewer main, etc.)
  - Total estimated construction cost and estimated fair market value of the proposed project
  - Estimated quantities and type of materials involved if any fill or excavation is proposed
  - Number, type and size of any trees to be removed
  - Explanation of any land to be dedicated to the City
  - Any proposed job shacks, sales trailers, and/or model homes
  - Any proposed modifications being requested (include written justification)
- For projects located within 100 feet of a stream or wetland, please include:
- Distance in feet from the wetland or stream to the nearest area of work
- For projects located within 200-feet of Black River, Cedar River, Springbrook Creek, May Creek and Lake Washington please include the following additional information:
- Distance from closest area of work to the ordinary high water mark.
  - Description of the nature of the existing shoreline
  - The approximate location of and number of residential units, existing and potential, that will have an obstructed view in the event the proposed project exceeds a height of 35-feet above the average grade level
- For Model Homes only, please include:
- An explanation of proposed access/roadway construction, temporary erosion control, utilities, street and lot addressing
  - Proposed security devices for removal of model homes if plat is not recorded

- The quantity of Model Homes, demonstrating that it is five (5) or less, as well as less than twenty (20) percent of the total lots

6.  **Abatement Agreement:** Please provide an attached notarized **original** *abatement agreement* form **plus 1 copy** of the agreement. This agreement assures the temporary use will ultimately be removed as required by the terms of the permit. For model homes only, please also provide an original signed *Release and Indemnification Agreement* as well.

7.  **Construction Mitigation Description:** Please provide **5 copies** of a written narrative addressing each of the following:

- Proposed construction dates (begin and end dates)
- Hours and days of operation
- Proposed hauling/transportation routes
- Measures to be implemented to minimize dust, traffic and transportation impacts, erosion, mud, noise, and other noxious characteristics
- Any special hours proposed for construction or hauling (i.e. weekends, late nights)
- Preliminary traffic control plan

8.  **Fees:** The application must be accompanied by the required application fee (see Fee Schedule Brochure). Please call (425) 430-7294 to verify the exact amount required. Checks should be made out to the *City of Renton* and cannot be accepted for over the total fee amount.

9.  **Neighborhood Detail Map:** Please provide **5 copies** of a map drawn at a scale of 1" = 100' or 1" = 200' (or other scale approved by the Planning Division) to be used to identify the site location on public notices and to review compatibility with surrounding land uses. The map shall identify the subject site with a much darker perimeter line than surrounding properties and include at least two cross streets in all directions showing the location of the subject site relative to property boundaries of surrounding parcels. The map shall also show: the property's lot lines, surrounding property's lot lines, boundaries of the City of Renton (if applicable), north arrow (oriented to the top of the plan sheet), graphic scale used for the map, and City of Renton (not King County) street names for all streets shown. Please ensure all information fits on a single map sheet.

Kroll Map Company (206-448-6277) produces maps that may serve this purpose or you may use the King County Assessor's maps as a base for the Neighborhood Detail Map. Additional information (i.e. current city street names) will need to be added by the applicant.

10.  **Site Plan:** Please provide **5 copies** of a fully-dimensioned plan sheet drawn at a scale of 1"=20' (or other scale approved by the Planning Division). We prefer the site plan be drawn on *one* sheet of paper unless the size of the site requires several plan sheets be used. If you are using more than a single plan sheet, please indicate connecting points on each sheet.

The Site Plan should show the following:

- Name of proposed project
- Date, scale, and north arrow (oriented to the top of the paper/plan sheet)
- Drawing of the subject property with all property lines dimensioned and names of adjacent streets
- Widths of all adjacent streets and alleys
- Location of all existing public improvements including, but not limited to, curbs,

gutters, sidewalks, median islands, street trees, fire hydrants, utility poles, etc., along the full property frontage

- Location and dimensions of existing and proposed:
  1. structures
  2. parking, off-street loading space, curb cuts and aisle ways
  3. fencing and retaining walls
  4. free-standing signs and lighting fixtures
  5. refuse and recycling areas
  6. utility junction boxes and public utility transformers
  7. storage areas and job shacks/sales trailers/model homes
- Location and dimensions of all easements referenced in the title report with the recording number and type of easement (e.g. access, sewer, etc.) indicated
- Location and dimensions of natural features such as streams, lakes, required buffer areas, open spaces, and wetlands
- Ordinary high water mark and distance to closest area of work for any project located within 200-feet from a lake or stream

11.  **Floor Plans:** Please provide **5 copies** of a plan showing general building layout, proposed uses of space, walls, exits and proposed locations of kitchens, baths, and floor drains, with sufficient detail for City staff to determine if an oil/water separator or grease interceptor is required and to determine the sizing of a side sewer.

12.  **Architectural Elevations:** Please provide, for *each* building and *each* building face (N,S,E,W), **5 copies** of a 24" x 36" fully dimensioned architectural elevation plan drawn at a scale of 1/4" = 1' or 1/8" = 1' (or other size or scale approved by the Planning Division). The plans must clearly indicate the information required by the "Permits" section of the currently adopted Uniform Building Code and RCW 19.27 (State Building Code Act, Statewide amendments), including, but not limited to the following:

- Identify building elevations by street name (when applicable) and orientation i.e. Burnett Ave. (west) elevation
- Existing and proposed ground elevations
- Existing average grade level underneath proposed structure
- Height of existing and proposed structures showing finished roof top elevations based upon site elevations for proposed and any existing/abutting structures
- Building materials and colors including roof, walls, any wireless communication facilities, and enclosures
- Fence or retaining wall materials, colors, and architectural design
- Architectural design of on-site lighting fixtures
- Screening detail showing heights, elevations, and building materials of proposed screening and/or proposed landscaping for refuse/recycling areas
- Cross section of roof showing location and height of roof-top equipment (include air conditioners, compressors, etc.) and proposed screening

13.  **Tree Cutting/Land Clearing (Tree Inventory) Plan:** Please provide **5 copies** of a plan, based on finished grade, drawn to scale with the northern property line at the top of the paper if **ANY** trees or vegetation are to be removed or altered (if no trees or vegetation will be altered, please state so in your project narrative). The plan shall clearly show the following:

- All property boundaries and adjacent streets
- Location of all areas proposed to be cleared
- Types and sizes of vegetation to be removed, altered or retained. This requirement

applies only to trees 6" caliper "at chest level" and larger

- Future building sites and drip lines of any trees which will overhang/overlap a construction line
- Location and dimensions of rights-of-way, utility lines, and easements
- Any trees on neighboring properties which are within 25-feet of the subject property and which may be impacted by excavation, grading or other improvements

14.  **Tree Retention Worksheet:** Please provide **2 copies** of a completed City of Renton tree retention worksheet.
15.  **Standard Stream or Lake Study:** Please provide **12 copies** of a report containing the information specified in RMC Section 4-8-120D. In addition, if the project involves an unclassified stream, a **supplemental stream or lake study** is also required (**12 copies**). If any alteration to a water-body or buffer is proposed a **supplemental stream or lake study (12 copies)** and a **mitigation plan (12 copies)** are also required.
16.  **Habitat Data Report:** If the project site contains or abuts a *critical habitat* per RMC 4-3-050B5b, please provide **5 copies** of a report containing the information specified in Section 4-8-120D of the Renton Municipal Code.
17.  **Flood Hazard Data:** Please provide **5 copies** of a scaled plan showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, and drainage facilities. Also indicate the following:
- Elevation in relation to mean sea level of the lowest floor of all structures
  - Elevation in relation to mean sea level to which any structure has been floodproofed
  - Certification by a registered professional engineer or architect the floodproofing methods criteria in RMC 4-3-050 have been met
  - Description of the extent to which a watercourse will be altered or relocated as a result of proposed development
18.  **Wetland Assessment:** Please provide **5 copies** of the map and **5 copies** of the report if **ANY** wetlands are located on the subject property or within 100 feet of the subject property. The wetland report/delineation must include the information specified in RMC 4-8-120D. In addition, if any alteration to the wetland or buffer is proposed, **5 copies** of a **wetland mitigation plan** is also required. See RMC 4-8-120D for plan content requirements.
19.  **Utilities Plan, Generalized (sewer, water, stormwater, transportation improvements):** Please provide **5 copies** of a plan drawn on 22" x 34" plan sheets using a graphic scale of 1" = 40' (or other size or scale approved by the Planning Division) clearly showing all existing (to remain) and proposed public or private improvements to be dedicated or sold to the public including, but not limited to, curbs, gutters, sidewalks, median islands, street trees, fire hydrants, utility poles, free-standing lighting fixtures, utility junction boxes, public utility transformers, etc., along the full property frontage. The finished floor elevations for each floor of proposed and existing (to remain) structures shall also be shown.
20.  **Drainage Control Plan:** Please provide **5 copies** of a plan drawn to scale and stamped by a

Washington State licensed professional engineer and complying with the requirements of Renton Municipal Code, Section 4-6-030 and the King County Surface Water Management Design Manual, 1990 edition, as adopted by the City of Renton.

21.  **Drainage Report:** Please provide **5 copies** of a report complying with the requirements of the City of Renton Drafting Standards, Section 4-6-030 of the City of Renton Municipal Code and the King County Surface Water Management Design Manual (KCSWDM), 1990 edition, as adopted by the City of Renton. The report must contain the following:
- The stamp and signature of a Washington State licensed professional engineer
  - Complete Technical Information Report (TIR) Worksheet
  - A description of the existing and proposed on-site drainage features and construction required
  - Core and Special Requirements: Show that Core Requirements 1 – 5 Section 1.2 of KCSWDM are addressed
  - Show that all Special Requirements in Section 1.3 of KCSWDM that are applicable to this project are addressed
  - Biofiltration swale preliminary and conceptual design calculations (per Section 4.6), if for project site sub-basins with more than 5000 square feet of new impervious area subject to vehicular use or storage of chemicals
  - Wet pond sizing preliminary and conceptual design calculations
  - A Level 1 Off-Site Analysis, as described in Core Requirement #2. (Level 2 or 3 analysis may be requested later if a downstream problem is found or anticipated from review of the initial submittal of the Drainage Report)
22.  **Geotechnical Report:** Please provide **5 copies** of a study prepared and stamped by a State of Washington licensed professional engineer including soils and slope stability analysis, boring and test pit logs, and recommendations on slope setbacks, foundation design, retaining wall design, material selection, and all other pertinent elements.
23.  **Plan Reductions:** Please provide **one 8 ½" x 11" legible reduction** of each full size plan sheet (unless waived by your Project Planner). The sheets that are always needed in reduced form are: landscape plans, conceptual utility plans, site plan or plat plan, neighborhood detail map, topography map, tree cutting/land clearing plan, critical areas plans, grading plan, and building elevations. These reductions are used to prepare public notice posters and to provide the public with information about the project. The quality of these reductions must be good enough so that a photocopy of the reduced plan sheet is also legible. The reduced plans are typically sent in PDF format to the print shop and then are printed on opaque white mylar-type paper (aka rhino cover) to ensure legibility. If your reduced plans are not legible once photocopied, you will need to increase the font size or try a different paper type. Illegible reductions cannot be accepted. Please also be sure the reduced Neighborhood Detail Map is legible and will display enough cross streets to easily identify the project location when cropped to fit in a 4" by 6" public notice space. Once the reductions have been made, please also make **one 8 ½" x 11" regular photocopy** of each photographic reduction sheet. Some of the local Renton print shops that should be able to provide you with reductions of your plans are Alliance Printing (425) 793-5474, Apperson Print Resources (425) 251-1850, and PIP Printing (425) 226-9656. Nearby print shops are Digital Reprographics (425) 882-2600 in Bellevue, Litho Design (206) 574-3000 and Reprographics NW/Ford Graphics (206) 624-2040.

## All Plans and Attachments must be folded 8 ½”by 11”

**REVIEW PROCESS:** Once a complete land use application package has been accepted for initial review, the Planning Division will post three notices of the pending application at or near the subject site and mail notices to property owners within 300 feet of the project site. The proposal will be routed to other City departments and other jurisdictions or agencies who may have an interest in the application. The reviewers have two weeks to return their comments to the Planning Division. In review of the proposal, the Planning Division will ensure the following criteria have been addressed:

- The Temporary Use will not be materially detrimental to the public health, safety, or welfare, nor injurious to property or improvements in the vicinity of the Temporary Use
- Adequate parking facilities and vehicle ingress and egress are provided to serve the Temporary Use and any existing uses on the site
- Hours of operation of the Temporary Use are specified, and would not adversely impact surrounding areas
- The Temporary Use will not cause nuisance factors such as noise, light, or glare which adversely impacts surrounding uses
- If applicable, the applicant has obtained the required right-of-way use permit

After review of the proposal and any staff or public comment, the Planning Division will issue a decision. The decision to approve, conditionally approve, or deny the proposal will be mailed to all persons listed on the Master Application and all parties of record.

**APPEAL AND RECONSIDERATION PROCESS FOR DECISIONS:** Any person, including the applicant, aggrieved by the granting or denial of an application, may make a written application for reconsideration to the Reviewing Official within 14 calendar days of the date of the decision. After review of the request, the Reviewing Official may take whatever action is deemed proper. The Reviewing Official's written decision on the reconsideration request will be mailed to all parties of record within 10 days from the date the request was filed. If any party is still not satisfied after a reconsideration decision has been issued, an appeal may be submitted within 14 days to:

- The Hearing Examiner for Administrative decisions
- The City Council for Hearing Examiner decisions

An appeal may be filed without first requesting reconsideration by the Reviewing Official; however, it must be filed within 14 days of the date when the original decision was issued. See Renton Municipal Code, Section 4-8-110 for further information on the appeal process and time frames.

**BUILDING AND CONSTRUCTION PERMIT ISSUANCE AND INSTALLATION OF IMPROVEMENTS:** In the City of Renton, a **Building Permit** must be obtained to build buildings and structures. A **Construction Permit** must be obtained to install utility lines, transportation improvements and undertake work in City right-of-ways. **Building and Construction Permits are separate permits.**

Applicants may apply for building and construction permits concurrently with their request for a land use application. However, the applicant should be aware any conditions of land use permit approval may create a need for revisions to other permit applications whereby additional fees may be charged. Refunds of building permit charges are not available.

If no appeals or reconsideration requests are filed within 14 days of the effective date of the decision to approve the application, the applicant may obtain building and construction permits. A construction permit for the

installation of on-site and off-site utilities will be issued upon the review and approval of civil engineering drawings by the Division's Public Works Section and receipt of all applicable development and permit fees. A building permit will be issued upon the Building Section's approval of building plans and receipt of all applicable fees.

**EXPIRATION AND EXTENSIONS:** Shall be as listed on the approved permit.



## Release and Indemnification Agreement for Model Homes

This agreement is made by and between the City of Renton, Washington, a municipal corporation of the State of Washington ("City") and \_\_\_\_\_ ("Owners").

### Recitals

The Owners own real property in the City legally described in Exhibit A, attached.

The Owners have submitted an application for building permit(s) and/or a Temporary Use Permit to construct model homes on the real property prior to recording of a short plat or final plat. Since changes to the short plat or final plat may be necessary after construction of the model homes rendering the homes illegal, there is some risk in building the model homes.

In consideration of the inherent risks associated with the construction of buildings in advance of the recording of the plat, the City requires the owner to execute an indemnification agreement prior to any model home construction activities.

### Agreement

The parties agree to the following:

1. The City authorizes the Owners to do the work as described in the Temporary Use Permit application No. \_\_\_\_\_ once building permits have been obtained.
2. The owners assume the risk that the model home(s) must be removed or reconfigured and therefore release and discharge the City and its representatives from all known and unknown losses, claims, damages or causes of actions which the owners have or may have relating to buildings or structures authorized by the Temporary Use Permit.
3. As a condition of granting Owner permission to construct model homes, Owner agrees to indemnify, defend and hold the City of Renton Harmless from any claims or liens that may be exerted against the property as a result of construction of model homes and use of the unrecorded plat of \_\_\_\_\_.
4. Owners understand and acknowledge that, should the model home construction not comply with the proposed lot configuration of the final plat, no variances to development standards for either the lots or the homes may be granted as such a situation would be considered a "self-induced hardship".
5. Owners acknowledge that they understand that any construction begun prior to the recording of the final plat must be in compliance with all City zoning and subdivision requirements (e.g. setbacks, lot coverage, etc.) or removed prior to recording of the final plat. If the final plat is not recorded prior to the expiration of the Temporary Use Permit, Owners acknowledge that the homes must be removed unless complying with all applicable code requirements (e.g. one home per lot, etc.).
6. Applicant will also provide an Abatement Agreement and a security device acceptable to the City to ensure removal of any structures not in compliance with City regulations at the time of expiration of the Temporary Use Permit and understands construction of the model homes is at Owners' own risk.
7. The provisions of this agreement shall bind the parties, their legal heirs, representatives, successors and assigns and shall expire upon the recording of the final plat of \_\_\_\_\_.

I, (Print Name) \_\_\_\_\_, declare that I am (please check one)  the owner of the property involved in the application,  the authorized representative to act for the property owner (if a corporation, please attach proof of authorization to sign), and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

ATTEST: Subscribed and sworn to before me, a Notary Public, in and for the State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
(Signature of Notary Public)